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Safeguard Sandia

SECURITY INSIGHT FOR FACILITY SECURITY OFFICERS (FSOs)

Thumb Drives

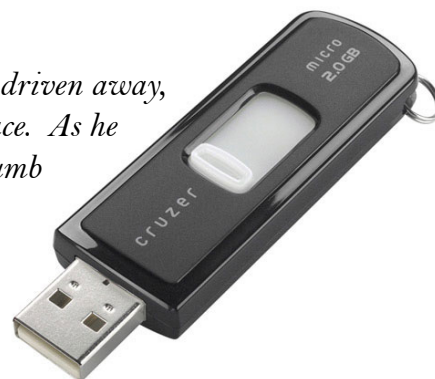
Little Things That Can Cause Big Trouble

In this fast-paced world, the little things can often get overlooked. Yet, some of those little things—like thumb drives—can cause big problems.

Thumb drives are an easy way to transport files to and from meetings and even homes if there is a looming deadline. However, remembering to protect thumb drives—as they may contain sensitive information—is often overlooked.

Consider how easily this hypothetical example could have happened: *Lucky had decided to take some work home one evening. On his way home, he stopped at the grocery store to pick up a few things for dinner. On the way back to the car, he pulled his keys from his pocket. Without realizing it, his thumb drive came out with the keys and fell on the ground.*

Just a few minutes after Lucky had driven away, Ed pulled into the same parking space. As he got out of his car, he noticed the thumb drive, with its familiar blue sticker, lying on the ground. He reached down and picked it up, thinking that there might be a file on it that could help him find its owner.



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C²

Coordinator's Corner

Security Awareness Team

Sharing the Newsletter

When this newsletter is being prepared, certain assumptions are made. The first assumption is that you share this newsletter with your personnel contracted to Sandia; and secondly, that you will let Awareness know what we can do to improve communications. I'm happy to say that I hear from some of you, and one person in particular provides me with some very useful

ideas on a regular basis. I really appreciate this. However, I regret to say that some contractors at SNL look surprised when I mention the newsletter to them. While I recognize that not every article is relevant to all of your contractors at SNL, some of it really can be useful to them. For instance, articles regarding termination information, new badges, drug testing, and personal safety are specific to individuals and would be worth forwarding. Please, feel free to copy pertinent articles into your newsletter if you have one, or just forward this one to your contractors. They may be able to provide some insight as to how Awareness can improve communications.

Fran Armijo

Security Awareness Coordinator

Safe & Secure...
How we live & work.

June 5th, 2008
9:00 am to 2:00 pm

Activities, demonstrations, speakers, and lots of fun at the Schiff Auditorium and outside tents.

SNL SAFETY & SECURITY FAIR

Things that go together...



Peanut butter & Jelly



George & Grace



Stars & Stripes

A natural combination...



Safety



Security

Mark your calendars, it's the best combination since peanut butter and jelly, the **SNL Safety & Security Fair!**

Safety Engineering and Safeguards & Security have joined forces to sponsor a spectacular event! We'll have something for everyone. More than 80 exhibitors will be there with information on safety and security that spans all aspects of work and home. Join us for the **First Annual Safety & Security Fair**, now better than ever!

2008 SNL Safety & Security Fair

Thursday, June 5, 2008 - 9:00 am - 2:00 pm

Steve Schiff building and surrounding areas

Co-Hosted by Safety Engineering (4122) and Safeguards & Security (4200)

Thumb Drives . . .

The next day, when Ed got to his office, he plugged the thumb drive into his computer. What he found shocked him: files containing personally identifiable information (PII). Ed quickly reported the incident to his manager who then followed the OOPS process.

In the example above, had it not been for Ed finding the lost thumb drive, the PII could have been released to the public, causing potentially devastating consequences. Identity theft is a frequent and real problem. However, even more importantly is the fact that much of the material worked on at SNL is sensitive. Therefore, SNL thumb drives must be protected against theft and loss. Here are a few tips to help keep them safe.

ENCRYPT YOUR DATA

Just as with e-mail, encryption is a smart tool when transporting sensitive information. Two types of encryption software are used widely at SNL: Entrust and Credant Mobile Guardian Shield. Both of these software packages can be used to encrypt the files put onto a thumb drive, keeping the data out of the wrong hands.

PICK A THUMB DRIVE WITH A NECK CORD

Thumb drives are offered with multiple types of lanyards. Some offer short strings or plastic loops that can attach to a keychain. Although a helpful tool to avoid loss, the keys pulling on or bumping the thumb drive during use or can cause it to break. Another type to avoid is a thumb drive that uses the protective cap to attach to something (e.g., a cord or keychain). As the cap is removed and replaced overtime, it can become worn and lose its grasping potential. Eventually, this may lead to the thumb drive dislodging from its cap and getting lost. It is best to find thumb drives that have lanyard-like

CONTINUED FROM PAGE 1

cords that are attached to the drive itself (instead of the cap). These will keep the thumb drive in good condition while providing for easy transportation.

BACK UP YOUR DATA

Despite best efforts, a thumb drive may still become lost, stolen, or broken. So, it is a good business practice to always back up the data. As a rule of thumb, only use it as a transportation device—not a storage device. Back up the work to a secure computer to thwart possible loss of information. Not only are thumb drives made of plastic that is not very durable, but they might fail after numerous uses or improper handling.



Security Awareness Reminder: Reporting Requirements

Remember that whether an individual holds a clearance or is in the process of obtaining a clearance, he or she is required to report certain personal information. A list of this information, the organizations to which it must be reported, and time notification requirements can be found under the link for FSO Responsibilities on the FSO website: <http://www.sandia.gov/FSO>.

Submitting Briefing Confirmations

To help you to avoid duplicating work, here is some information regarding how to submit briefing confirmations, and more importantly, who to submit them to:

INITIAL BRIEFINGS

Provide your employee with SEC050, *Initial Security Briefing*, using the video on the FSO website. Once you have done that, send a confirmation to your Sandia Delegated Representative (SDR) requesting that your employee receive a badge. Your SDR will then check a box on the SF 7643-CEC, *Contractor/Consultant Badge/Clearance Request Form*.

What kind of confirmation do you send? Awareness prefers that you send your SDR a completed SF 4300-CRC, *Completion Record for Contractor Administered Training*. If you prefer to send an e-mail confirmation, then ensure that the information you would normally include on the form is in your e-mail, less the signature of the individual being briefed.

ANNUAL SECURITY REFRESHER

All Awareness needs is the “SEC100 Completion Record” found in the briefing.

TERMINATION BRIEFING

Send your confirmation—along with the Termination Statement and Badge—to the Clearance Office. Confirmation may be made in one of two ways:

1. If the individual views the video, complete and submit the SF 4300-CRC, *Completion Record for Contractor Administered Training*.
2. If you use the DOE F 5631.29, *Security Termination Statement*, then simply submit that.

Remember, the Termination Briefing confirmation should be sent to the Clearance Office—not Awareness—along with the individual’s badge.

The Clearance Office will forward the Termination Briefing confirmation to Awareness.

If you have any questions about briefings, call Margret Tibbetts or Fran Armijo at SNL/NM or Dionne Hidalgo at SNL/CA.

2008 Annual FSO Conference

In New Mexico, Awareness has already started preparing for the Annual FSO Conference. This year it will be held at the Hotel Albuquerque in Old Town with the theme of “Awareness is the Key.” However, attendance regrettably must again be limited to those FSOs who have five or more cleared employees at SNL. Those of you who have four or fewer cleared employees at SNL should call Margret Tibbetts (505-845-7776) or Fran Armijo (505-284-2416) to let them know if you would like to be placed on a waiting list. This will also give Awareness an indication as to whether or not a separate conference should be held for you.

Please note that Awareness has only “started” preparing for the conference. If you want to contribute ideas, please call or write your comments on the registration form. In addition, if you would like to be a presenter—to discuss your experience and lessons learned in dealing with Sandia—let the Awareness team know. The other FSOs might find a presentation from you to be of great help to them.

Please fill out the attached registration form, and fax it to 505-284-6079 before June 1, 2008.

As for those of you in California, the conference will be held 2 weeks after the New Mexico conference. Dionne Hidalgo will be notifying you about their conference in a separate correspondence.

2008 FACILITY SECURITY OFFICERS' CONFERENCE REGISTRATION FORM



SPONSORED BY:

SANDIA NATIONAL LABORATORIES

AUGUST 21, 2008
HOTEL ALBUQUERQUE AT OLD TOWN
800 RIO GRANDE BLVD NW

**PLEASE FAX THIS FORM TO 505-284-6079
NO LATER THAN JUNE 1, 2008.**

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____

FACILITY SECURITY OFFICER: _____

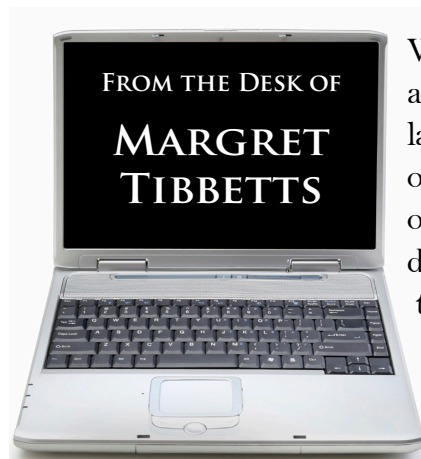
E-MAIL ADDRESS: _____

NAME, AS YOU WOULD LIKE IT TO APPEAR ON YOUR BADGE AND CERTIFICATE:

WILL YOU BE JOINING US FOR LUNCH? (CIRCLE CHOICE) YES NO

ARE THERE ANY CONCERNS OR QUESTIONS YOU WOULD LIKE TO HAVE ADDRESSED? _____

Our Communication Tools



Working with the FSOs, or their administrative counterparts, is a large part of my daily routine. Many of you have become quite a wealth of information when it comes to developing the necessary tools it takes to help you.

The newest tool, the external FSO website, has been designed with you in mind. Awareness wants to make sure it is kept up to date with the latest forms, what is going on at SNL—as much as possible—and any pertinent new information as it is received. I hope that we in Awareness have been successful in that endeavor, but please do not hesitate to let me know if you think of something that should be added.

Another tool is the Annual FSO Conference, and it is time to start thinking about it again. I know it is only April, but as quickly as the months have been flying by, it will be here before we know it. This year's conference will be held on August 21, 2008, at the Hotel Albuquerque. Please mark your calendars now; I would like to see you there. Awareness is still searching for a captivating guest speaker. If you have any ideas or suggestions, please, forward them to me. I can be reached by e-mail at mrtibbe@sandia.gov, or by phone at 505-845-7776.

Thank you,

Margret Tibbetts



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Safeguard Sandia

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WE'RE ON THE WEB!

<http://www.sandia.gov/FSO/>

NEWSLETTER SUBMISSIONS

If your group or organization would like to provide content for this newsletter, please submit suggestions and articles either to Fran Armijo (fparmij@sandia.gov) or Dionne Hidalgo (dlhidal@sandia.gov). Because compiling such information is an ongoing process, submittals can be e-mailed to us at any time during the publication cycle.